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September 25, 1953

Functions of the Administrative Staff, SA Division

1. Performs in general the functions of office of the Comptroller in lesser degree for the Division.

2. Administers in general the major functions of budget, finance, travel, and fiscal accounting activities for the Division.

3. Responsible for effective working relationships in IS affairs with SA case officers, branch chiefs, and IS officers in IS/A and IS/P divisions and staffs.

4. Handles requests for travel and prepares travel orders for staff personnel including SA [redacted] leave request, advances of funds, RMA requests, and coordination outside the Division.

5. Handles preparation and submission of all budget estimates for Division and executes all approved budgets in coordination with appropriate officials of IS/A and IS/P. Assists case officers with financial concerns to projects and project budgets.

6. Administers allotment control for all vouchered and unvouchered funds, [redacted], for administrative and operational programs. Coordinates related activities of obligation reporting and expense reconciliation.

7. Maintains necessary accounting records and prepares reports for personnel accounts, project accounts, obligation execution, expense reports, adjustments, etc.

8. Reviews all financial documents for approving officer for legality, appropriate form, technical accounting, compliance with regulations, and consistency with approved operations.

9. Reviews all station accountings submitted to Approving Officer for reasonable costs, consistency with approved operations, and compliance with regulations.

10. Provides staff technical guidance to all components of Division for operational support in budget, finance, accounting, and travel activities.

11. Assumes implied responsibility for direct action, regardless of formal responsibility, whenever other Division or Agency components cannot provide timely support in IS activities.

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12. Handles waivers, appeals, write-offs, special claims, re-claims, surveys, inspections, audits, suspensions, and disallowances for Division in RF matters.

13. Coordinates Administrative Plans with case officers, Project Administrative Planning Staff, and other components of Agency and approves plans for the Division.

14. Processes agent status reports and maintains necessary records and liaison on their contracts and payments.

15. Originates all administrative cables and dispatches for Division on RF matters. Coordinates on all operational cables and dispatches for RF reports.

16. Originates improvements in RF procedure for approval of higher echelon.

17. Reviews all draft regulations in RF procedure for the Division.